

# Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 611663

[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## POLICY AND FINANCE

### MINUTES

Wednesday 20<sup>th</sup> September 2017

**Present:** Chair Cllr M Horwood, Cllr L Ball, Cllr L Dyball, Cllr R Morris,  
Cllr T Searles, Cllr V Southern

**Also Present:** Cllr J Barnes, Cllr P Darrington, Cllr E Komolafe, Cllr H Willingale

**Officers:** CEO Steve Nash,  
RFO Steve Innes  
Democratic Services Officer Barb Playfoot

#### 1. APOLOGIES FOR ABSENCE

Cllr M Hogg – Cllr E Komolafe deputising for Cllr M Hogg

#### 2. DECLARATIONS OF INTEREST

None Received

#### 3. MINUTES OF THE PREVIOUS MEETING

- To approve as correct the Minutes of the Meeting held on Wednesday 19<sup>th</sup> July 2017.
- Cllr Ball asked for an update on the Grace Community Church payments. The RFO reported that August 2017 was still outstanding and he was going to chase again. The CEO confirmed he had agreed that Grace Community Church continue to use the Alexandra Suite even though they had not cleared their outstanding invoices as their rental was guaranteed income. The Chairman raised his concern that the Council had agreed a recommendation at the previous meeting and made a decision to ban the Grace Community Church from hiring the premises in September, if they failed to clear all of their substantial arrears by the end of August. This action had not been taken as rent arrears are still outstanding. The Chairman reiterated that any deviation from committee or council decisions due to a change of circumstances on any matter in future must be agreed by the Leadership Group.
- Cllr Ball also asked for an update on the floodlights and the reading of the electricity meter, the CEO said that this was an oversight and would be completed as soon as possible.

**AGREED**

#### 4. TO RECEIVE THE MONTHLY FINANCES

- The RFO took several questions from Councillors regarding the reports.
- Following a discussion on the 1812 event it was recommended by Cllr Morris that a full statement of account for the event be made available for the next Policy & Finance meeting.
- Cllr Southern asked for an update on the Snooker room rentals at the Olympic, the CEO said that he is preparing a report for the next Full Council.

- Cllr Southern also explained the situation on writing off the Can you experience Company Ltd debt and asked if the invoices were subject to VAT and could that information be made available at the next Policy & Finance meeting.

**RESOLVED: To accept reports A/B/C/D/E/F/G**

**RESOLVED: To accept recommendations made by Cllr Morris**

#### **5. CHRISTMAS LIGHTS**

To confirm purchase of new lights over a 3 year period (Report A)

Following a lengthy discussion regarding the cost of replacing the existing Christmas lights and their proposed location, Cllr Morris recommended that the Christmas lights be renewed on a smaller scale focusing on the town centre which would reduce the initial costs to £13,500. He also recommended that the number of lights could be increased if sponsorship from local businesses was forthcoming

**RESOLVED: To purchase new Christmas lights on a smaller scale as agreed and subject to full sponsorship the purchase of additional lights**

**Date of the Policy & Finance Meeting - 18<sup>th</sup> October 2017**

**MEETING CLOSED AT 20.38**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

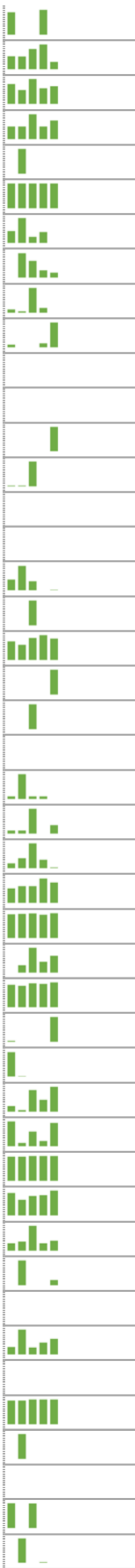
Committee Members:

(Chair) Cllr M Horwood, (Vice Chair) Cllr V Southern, Cllr L Ball, Cllr L Dyball, Cllr M Hogg, Cllr R Morris, Cllr T Searles

Swanley Town Council: Overall

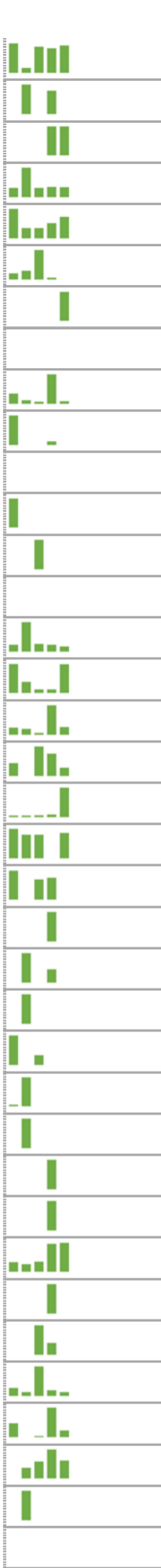
YTD Summary

Expenditure			Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	##	YTD	Forecast
5000	Street Lighting	150.00	14.53	-	-	16.07	-	-	-	-	-	-	-	-	-	30.60	-
5001	Bar Purchases	51,500.00	3,115.33	3,060.41	4,870.33	5,992.87	1,770.54	-	-	-	-	-	-	-	-	18,809.48	-
5002	Catering Purchases	56,000.00	3,975.02	2,771.29	4,956.96	3,121.90	3,520.35	-	-	-	-	-	-	-	-	18,345.52	-
5007	Refuse Bags	14,850.00	1,300.00	1,300.00	2,600.00	1,300.00	1,950.00	-	-	-	-	-	-	-	-	8,450.00	-
5010	Sporting Equipment Purchases	150.00	-	740.00	-	-	-	-	-	-	-	-	-	-	-	740.00	-
5011	Licenses	3,800.00	12.18	12.12	12.12	12.12	12.12	-	-	-	-	-	-	-	-	60.66	-
5020	Estates Equipment / Machinery	10,000.00	7,342.57	15,551.89	3,848.27	6,671.69	-	-	-	-	-	-	-	-	-	33,414.42	-
5021	Estates Equipment / Machinery Repairs	19,000.00	-	7,781.12	5,293.77	2,274.21	1,557.92	-	-	-	-	-	-	-	-	16,907.02	-
5030	Horticulture	2,000.00	201.64	74.93	1,568.00	288.05	-	-	-	-	-	-	-	-	-	2,132.62	-
5032	1812 Event	9,500.00	791.67	-	-	1,179.49	7,839.79	-	-	-	-	-	-	-	-	9,810.95	-
5033	Pantomime	1,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5034	Firework Night	9,700.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5035	Remembrance Day	150.00	-	-	-	-	41.67	-	-	-	-	-	-	-	-	41.67	-
5036	Swanley in Bloom	6,000.00	380.00	410.50	16,820.00	-	-	-	-	-	-	-	-	-	-	17,610.50	-
5037	Xmas Day Party	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5038	Christmas Lights	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5039	Senior Passport to Leisure	23,000.00	1,533.67	3,575.00	1,296.67	-	20.00	-	-	-	-	-	-	-	-	6,425.34	-
5041	Armed Forces Day	0.00	-	-	550.00	-	-	-	-	-	-	-	-	-	-	550.00	-
5045	Function Expenditure	45,000.00	2,310.65	1,886.66	2,752.25	3,120.83	2,679.98	-	-	-	-	-	-	-	-	12,750.37	-
5046	Outdoor Event	0.00	-	-	-	-	1,860.00	-	-	-	-	-	-	-	-	1,860.00	-
5100	Machinery Fuel	1,300.00	-	-	1,201.27	-	-	-	-	-	-	-	-	-	-	1,201.27	-
5101	Machinery Repairs & Renewals	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5102	Event Equipment Repairs & Maintenan	370.00	41.75	396.31	39.67	43.35	-	-	-	-	-	-	-	-	-	521.08	-
6200	Website, Social Media and Marketing	5,260.00	39.98	39.98	357.33	-	122.33	-	-	-	-	-	-	-	-	559.62	-
6201	Advertising	4,000.00	259.00	552.88	1,416.62	469.65	40.00	-	-	-	-	-	-	-	-	2,738.15	-
7000	Salaries	648,500.00	50,578.92	58,306.98	58,200.64	84,812.50	70,921.73	-	-	-	-	-	-	-	-	322,820.77	-
7001	Pension	74,400.00	6,132.94	6,338.78	6,350.84	6,117.75	6,461.67	-	-	-	-	-	-	-	-	31,401.98	-
7004	Wages - Casual	5,000.00	-	399.00	1,387.25	602.00	936.25	-	-	-	-	-	-	-	-	3,324.50	-
7006	Employers N.I.	47,000.00	3,592.99	3,375.37	3,818.69	3,730.20	3,946.03	-	-	-	-	-	-	-	-	18,463.28	-
7008	Recruitment Expenses	5,000.00	99.00	-	-	-	2,496.40	-	-	-	-	-	-	-	-	2,595.40	-
7097	Staff Suggestion Scheme	0.00	3,424.00	50.00	-	-	-	-	-	-	-	-	-	-	-	3,474.00	-
7099	Staff Expenses	1,000.00	180.00	48.30	708.49	388.27	816.83	-	-	-	-	-	-	-	-	2,141.89	-
7102	Water Rates	15,000.00	2,249.88	300.50	1,333.37	462.65	2,119.20	-	-	-	-	-	-	-	-	6,465.60	-
7103	General Rates	115,781.00	11,654.89	11,652.00	11,888.34	11,884.00	11,884.00	-	-	-	-	-	-	-	-	58,963.23	-
7105	Recycling - Waste Collection	15,500.00	2,122.41	1,464.82	1,826.74	1,909.15	2,352.38	-	-	-	-	-	-	-	-	9,675.50	-
7200	Electricity	28,000.00	2,800.58	3,386.46	9,472.82	2,805.58	3,756.39	-	-	-	-	-	-	-	-	22,221.83	-
7201	Gas	14,600.00	-	3,644.89	-	-	755.24	-	-	-	-	-	-	-	-	4,400.13	-
7202	Oil	200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7300	Vehicle Fuel	1,500.00	78.21	264.61	73.73	126.13	167.01	-	-	-	-	-	-	-	-	709.69	-
7301	Vehicle Repairs and Servicing	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7302	Vehicle Licences	500.00	40.24	40.24	42.00	42.00	42.00	-	-	-	-	-	-	-	-	206.48	-
7303	Vehicle Insurance	5,000.00	-	184.71	-	-	-	-	-	-	-	-	-	-	-	184.71	-
7304	Miscellaneous Motor Expenses	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7500	Printing	2,500.00	200.00	-	197.50	-	-	-	-	-	-	-	-	-	-	397.50	-
7501	Postage and Carriage	2,500.00	-	1,500.00	-	29.90	-	-	-	-	-	-	-	-	-	1,529.90	-



Monthly Finances (a)

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	##	YTD	Forecast
7502	Office Stationery	2,000.00	406.70	64.20	358.65	341.95	380.55	-	-	-	-	-	-	-	-	1,552.05	-
7505	Town Crier Printing Costs	500.00	-	934.67	-	740.00	-	-	-	-	-	-	-	-	-	1,674.67	-
7506	Distribution Costs	0.00	-	-	-	416.67	416.67	-	-	-	-	-	-	-	-	833.34	-
7550	Telephone and Broadband	5,500.00	436.19	1,391.92	439.22	488.94	472.41	-	-	-	-	-	-	-	-	3,228.68	-
7552	Computers & Software	5,000.00	816.94	284.96	284.96	414.88	596.95	-	-	-	-	-	-	-	-	2,398.69	-
7600	Legal Fees	50,000.00	2,591.00	3,567.45	12,203.95	735.51	-	-	-	-	-	-	-	-	-	19,097.91	-
7601	Audit Fees	2,500.00	-	-	-	-	608.40	-	-	-	-	-	-	-	-	608.40	-
7603	Consultancy Fees	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees	55,000.00	2,007.12	689.84	372.06	5,661.25	477.20	-	-	-	-	-	-	-	-	9,207.47	-
7605	Mayoral Allowance	5,000.00	280.00	-	-	31.45	-	-	-	-	-	-	-	-	-	311.45	-
7606	Councillors' Reimbursement	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7607	Electoral Costs	7,500.00	7,970.31	-	-	-	-	-	-	-	-	-	-	-	-	7,970.31	-
7700	Equipment Hire	1,500.00	-	-	299.00	-	-	-	-	-	-	-	-	-	-	299.00	-
7701	Office Machine Maintenance	575.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7702	Equipment Leasing	16,000.00	1,876.99	8,042.87	2,090.83	1,836.99	1,406.98	-	-	-	-	-	-	-	-	15,254.66	-
7800	Repairs and Renewals	10,500.00	1,132.24	440.72	130.45	131.70	1,122.00	-	-	-	-	-	-	-	-	2,957.11	-
7801	Cleaning	9,300.00	267.17	211.38	63.26	1,092.05	282.10	-	-	-	-	-	-	-	-	1,915.96	-
7802	Laundry	4,400.00	362.89	-	843.66	635.56	240.40	-	-	-	-	-	-	-	-	2,082.51	-
7803	Premises Expenses	30,000.00	737.51	766.01	964.69	1,344.34	<b>16,225.75</b>	-	-	-	-	-	-	-	-	20,038.30	-
7804	Pool Chemicals	0.00	530.35	426.18	426.18	-	457.88	-	-	-	-	-	-	-	-	1,840.59	-
7805	Cess Pit	0.00	2,500.00	-	1,750.00	1,890.00	-	-	-	-	-	-	-	-	-	6,140.00	-
7806	Pedalos	0.00	-	-	-	25.83	-	-	-	-	-	-	-	-	-	25.83	-
7807	Pool Costs	0.00	-	520.00	-	237.50	-	-	-	-	-	-	-	-	-	757.50	-
7811	Signs	0.00	-	500.22	-	-	-	-	-	-	-	-	-	-	-	500.22	-
7814	Maintenance	0.00	130.00	-	41.90	-	-	-	-	-	-	-	-	-	-	171.90	-
7815	Children's Party	0.00	6.25	122.50	-	-	-	-	-	-	-	-	-	-	-	128.75	-
7816	Parking	0.00	-	170.95	-	-	-	-	-	-	-	-	-	-	-	170.95	-
7817	Rowing Parts	0.00	-	-	-	698.81	-	-	-	-	-	-	-	-	-	698.81	-
7818	Life Jackets	0.00	-	-	-	170.04	-	-	-	-	-	-	-	-	-	170.04	-
7901	Bank Charges	6,000.00	443.83	350.00	466.58	1,304.69	1,354.55	-	-	-	-	-	-	-	-	3,919.65	-
7903	Loan Interest Paid	10,900.00	-	-	-	4,695.33	-	-	-	-	-	-	-	-	-	4,695.33	-
8200	Donations	2,000.00	-	-	624.99	250.00	-	-	-	-	-	-	-	-	-	874.99	-
8201	Subscriptions	4,000.00	509.79	254.67	1,945.50	365.00	250.00	-	-	-	-	-	-	-	-	3,324.96	-
8202	Uniforms	1,000.00	259.90	-	16.66	551.98	122.42	-	-	-	-	-	-	-	-	950.96	-
8203	Training Costs	5,000.00	-	1,064.00	1,690.22	2,935.99	1,800.00	-	-	-	-	-	-	-	-	7,490.21	-
8204	Insurance	27,000.00	-	25,709.18	-	-	-	-	-	-	-	-	-	-	-	25,709.18	-
8205	Refreshments	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<u>1,515,686.00</u>	127,737.23	174,621.47	167,896.43	164,396.82	154,284.09	-	-	-	-	-	-	-	-	<u>788,936.04</u>	-



Swanley Town Council: Overall

YTD Sur

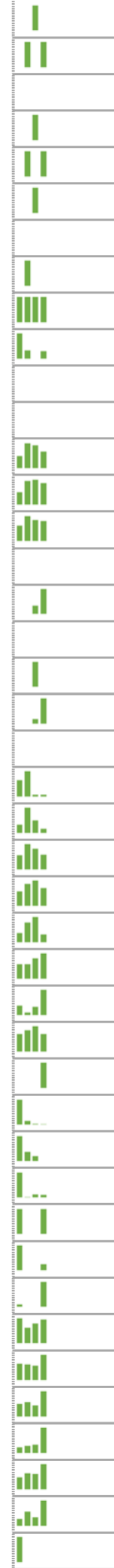
Income

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18 ##	YTD	Forecast
4000	Precept	539,867.00	269,934.00	-	-	-	-	-	-	-	-	-	-	-	269,934.00	539,867.00
4033	Community Infrastructure Levy		106,180.00													
4005	Rent - Oaks Clinic	79,560.00	49,890.00	-	-	9,890.00	-	-	-	-	-	-	-	-	59,780.00	-
4006	Rent - Cafe in the Park	32,000.00	6,000.00	-	13,000.00	-	13,000.00	-	-	-	-	-	-	-	32,000.00	32,000.00
4008	Rent - Swanley New Barn Railway	10,531.53	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4009	Rent - 10 Station Road	2,750.00	687.50	-	-	687.50	-	-	-	-	-	-	-	-	1,375.00	2,750.00
4010	Rent - Ice Cream Van	15,000.00	5,000.00	-	5,000.00	-	5,000.00	-	-	-	-	-	-	-	15,000.00	15,000.00
4011	Rent - Pedham Farm	1,760.00	-	-	-	880.00	-	-	-	-	-	-	-	-	880.00	1,760.00
4012	Rent - Golf Range	7,400.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4013	Rent - Bowls Club	5,000.00	-	-	5,000.00	-	-	-	-	-	-	-	-	-	5,000.00	-
4015	Rent - Flat at Olympic Centre	8,400.00	700.00	700.00	700.00	700.00	700.00	-	-	-	-	-	-	-	3,500.00	-
4020	Allotments	500.00	22.50	33.75	11.25	-	10.00	-	-	-	-	-	-	-	77.50	-
4021	Dog Bin Emptying	0.00	390.00	-	-	-	-	-	-	-	-	-	-	-	390.00	-
4022	Solar Panel Income	6,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4025	Black Refuse Bags	5,000.00	111.25	251.25	520.00	482.50	346.25	-	-	-	-	-	-	-	1,711.25	-
4026	White Refuse Bags	1,350.00	40.84	71.66	137.09	144.58	125.42	-	-	-	-	-	-	-	519.59	-
4027	Brown Refuse Bags	11,790.00	1,425.87	1,305.00	2,090.00	1,750.00	1,686.51	-	-	-	-	-	-	-	8,257.38	-
4028	Photocopying	160.00	3.54	-	-	-	-	-	-	-	-	-	-	-	3.54	-
4029	Radar Keys	50.00	2.50	-	-	2.50	7.50	-	-	-	-	-	-	-	12.50	-
4030	SDC Link Service Contract	50,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4031	KCC Link Salaries Recharge	37,000.00	13,824.77	-	-	13,824.77	-	-	-	-	-	-	-	-	27,649.54	-
4032	1812 Event	1,400.00	-	-	-	291.67	1,577.86	-	-	-	-	-	-	-	1,869.53	-
4034	Firework Night	1,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4036	Markets	1,000.00	33.32	216.66	333.33	24.99	25.00	-	-	-	-	-	-	-	633.30	-
4037	Armed Forces Day	0.00	29.17	16.67	49.99	25.00	8.33	-	-	-	-	-	-	-	129.16	-
4100	Bar Income	139,000.00	9,046.88	11,422.56	20,381.60	16,586.38	11,835.63	-	-	-	-	-	-	-	69,273.05	-
4105	Catering Income	175,000.00	7,618.73	9,465.15	14,234.26	16,512.32	11,700.43	-	-	-	-	-	-	-	59,530.89	-
4115	Function Package Revenue	95,000.00	3,410.02	5,365.85	11,476.69	14,722.92	4,480.84	-	-	-	-	-	-	-	39,456.32	-
4120	Conference Lettings Revenue	99,000.00	8,872.18	6,403.77	6,477.09	9,114.93	11,263.83	-	-	-	-	-	-	-	42,131.80	-
4125	Party Night Revenue	37,000.00	300.00	1,084.62	264.99	933.32	2,829.61	-	-	-	-	-	-	-	5,412.54	-
4130	Party Function Revenue	6,000.00	787.50	787.50	962.50	1,137.50	787.50	-	-	-	-	-	-	-	4,462.50	-
4201	Service Recharge: Café in the Park	0.00	-	-	-	-	1,950.00	-	-	-	-	-	-	-	1,950.00	-
4500	Senior Passport to Leisure Revenue	12,750.00	2,540.08	3,985.42	585.83	107.50	10.00	-	-	-	-	-	-	-	7,228.83	-
4600	Outdoor Event Revenue	10,000.00	119.00	3,281.00	1,190.83	625.00	-	-	-	-	-	-	-	-	5,215.83	-
4605	Court Lettings	6,600.00	148.00	1,121.77	6.50	130.80	111.00	-	-	-	-	-	-	-	1,518.07	-
4606	Changing Rooms	1,175.00	-	234.30	-	-	234.30	-	-	-	-	-	-	-	468.60	-
4607	Floodlight Revenue	1,750.00	-	224.00	-	-	53.33	-	-	-	-	-	-	-	277.33	-
4608	Football Pitches	3,000.00	-	178.94	-	-	2,081.10	-	-	-	-	-	-	-	2,260.04	-
4609	Snooker Income	10,000.00	561.01	545.09	339.27	430.47	516.79	-	-	-	-	-	-	-	2,392.63	-
4700	Rowing	0.00	1,488.32	854.16	829.59	757.50	1,322.91	-	-	-	-	-	-	-	5,252.48	-
4701	Pedalos	0.00	5,325.42	4,926.24	5,676.66	4,338.34	9,908.76	-	-	-	-	-	-	-	30,175.42	-
4702	Canoeing	0.00	482.09	237.91	299.57	353.33	1,080.42	-	-	-	-	-	-	-	2,453.32	-
4703	Golf	0.00	1,063.05	575.00	757.90	732.51	1,205.01	-	-	-	-	-	-	-	4,333.47	-
4704	Tree Trek	0.00	1,739.78	524.41	1,101.58	675.67	1,958.25	-	-	-	-	-	-	-	5,999.69	-
4705	Battery Bikes	0.00	45.00	5.00	-	-	-	-	-	-	-	-	-	-	50.00	-

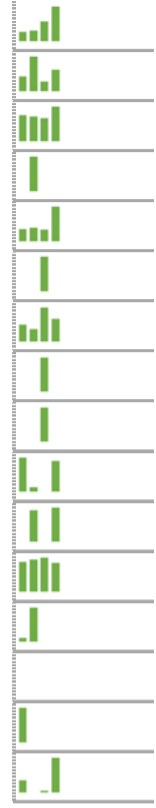
## Monthly Finances (a)

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>##</u>	<u>YTD</u>	<u>Forecast</u>
4706	Dino Karts	0.00	36.66	291.67	336.67	627.66	1,097.48	-	-	-	-	-	-	-	-	2,390.14	-
4707	Deck Chairs	0.00	10.00	115.42	267.08	75.00	165.00	-	-	-	-	-	-	-	-	632.50	-
4708	Bouncy Castle	0.00	2,096.67	1,796.97	1,708.48	1,596.42	2,378.67	-	-	-	-	-	-	-	-	9,577.21	-
4709	Mini Boats	0.00	3.33	-	12.50	-	-	-	-	-	-	-	-	-	-	15.83	-
4710	Car Parking	0.00	10,861.05	5,673.70	6,295.70	5,490.61	15,950.10	-	-	-	-	-	-	-	-	44,271.16	-
4712	Wrist Bands	0.00	-	-	-	91.67	-	-	-	-	-	-	-	-	-	91.67	-
4720	Childrens Party - Recreation	0.00	187.50	329.99	241.66	660.00	441.67	-	-	-	-	-	-	-	-	1,860.82	-
4721	Childrens Party - Survival	0.00	-	-	-	125.00	-	-	-	-	-	-	-	-	-	125.00	-
4800	Town Crier Advertising Revenue	2,000.00	-	-	-	120.00	-	-	-	-	-	-	-	-	-	120.00	-
4805	Swanley in Bloom - Sponsorship	4,300.00	9,045.01	463.34	62.50	-	416.67	-	-	-	-	-	-	-	-	9,987.52	-
4810	Sponsorship - General	2,000.00	-	-	9,300.00	-	10,000.00	-	-	-	-	-	-	-	-	19,300.00	-
4902	Commissions Received	1,400.00	63.19	96.64	102.48	109.74	92.03	-	-	-	-	-	-	-	-	464.08	-
4903	Insurance Claims	0.00	-	1,325.00	11,659.27	-	-	-	-	-	-	-	-	-	-	12,984.27	-
4904	Bank Refund	0.00	64.98	-	-	-	-	-	-	-	-	-	-	-	-	64.98	-
4998	Sale of Goods	0.00	-	500.00	-	-	-	-	-	-	-	-	-	-	-	500.00	-
4999	Other Income	0.00	66.67	70.83	-	8.56	200.00	-	-	-	-	-	-	-	-	346.06	-
		<u>884,226.53</u>	<u>144,143.38</u>	<u>64,481.24</u>	<u>121,412.86</u>	<u>104,766.66</u>	<u>116,558.20</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>551,362.34</u>	<u>51,510.00</u>

Summary



# Monthly Finances (a)





Swanley Town Council



**Payments Out: July 2017**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
03/07/2017	DVLA	DVLA	Direct Debit	DVLA LC03 KJY	21.00
03/07/2017	DVLA	DVLA	Direct Debit	DVLA LV13SNK	21.00
04/07/2017	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/B Gas	5,951.37
05/07/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	46.88
05/07/2017	GRENKE	Grenke Leasing	Direct Debit	DD/Grenke Leasing	1,284.01
05/07/2017	EMS	Evalon	Direct Debit	DD/EMS	800.69
05/07/2017	BTGROUP	BT	Direct Debit	DD/BT	48.97
05/07/2017	MANN	Mann (Swanley)	Internal Entry	DD Mann	127.21
05/07/2017	Skinner	Damage Deposit Refund - Skinner	Cheque	100570	250.00
05/07/2017	Barclays	Barclays	Bank Entry	15.05-12.6	182.90
06/07/2017	Yell	Yell	Direct Debit	Website	146.79
07/07/2017	Dan Sutton	Expenses	Cheque	100567	87.03
07/07/2017	Steve Nash	Expenses	Cheque	100572	67.20
10/07/2017	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
10/07/2017	Barclaycard	Barclaycard	Direct Debit	PDQ Machines	321.10
10/07/2017	TV Licence	TV Licence	Direct Debit	Licence	12.12
12/07/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/Allstar	104.47
13/07/2017	HIGHTIME	High Time TC Ltd	Cheque	027156	300.00
13/07/2017	KADIRLEV	Kadir Levent	Cheque	100574	764.80
14/07/2017	Repay of 10% Sale Woodlands	Repay of 10% Sale Woodlands	Cheque	100575	20,000.00
14/07/2017	Payroll	Payroll July	BACS	Payroll	71,501.25
15/07/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Public Conv, Station	196.00
15/07/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Alexandra	2,949.13
15/07/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Civic Centre	4,243.87
15/07/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Olympic	2,826.00
15/07/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Woodlands	1,437.00
15/07/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Swanley Park	232.00
17/07/2017	Sage	Sage	Direct Debit	DD/Sage	125.95
19/07/2017	1STACESE	1st Ace Security Ltd	Cheque	027157	294.00
19/07/2017	SENVIRO	5 Environment	Cheque	027158	132.00
19/07/2017	ALSFTIMB	Alsford Timber Ltd	Cheque	027159	120.32
19/07/2017	B&MSUPP	B&M Supplies LTD	Cheque	027160	58.01
19/07/2017	BR-IT	BR - IT (Barry Lyndsell)	Cheque	027161	240.00
19/07/2017	BRAKES10	Brakes Bros Ltd	Cheque	027162	657.79
19/07/2017	CENTCIRC	Centre Circle Event Management	Cheque	027163	1,303.20
19/07/2017	CHERRIPE	Cherry Ripe	Cheque	027164	400.09
19/07/2017	CLEAWIPE	Clean Wipes	Cheque	027165	75.92
19/07/2017	CPC	Complete Pool Contracts	Cheque	027166	511.42
19/07/2017	D.BODY	D.Body Ltd	Cheque	027167	1,750.00
19/07/2017	EASYNET	Easynet Enterprise Services Ltd	Cheque	027168	81.60
19/07/2017	EDDISONS	Eddisons	Cheque	027169	3,000.00
19/07/2017	EQUIRECY	Equinox Recycling	Cheque	027170	2,192.11
19/07/2017	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027171	199.11
19/07/2017	GUIDE1	Guideline Coaches Ltd	Cheque	027172	395.00
19/07/2017	HALLFUEL	Hall Fuels	Cheque	027173	953.25
19/07/2017	JBTRAD10	J B Trading Ltd	Cheque	027174	198.33
19/07/2017	KEEPBRI	Keep Britain Tidy	Cheque	027176	438.00
19/07/2017	KEIRALAN	Alan Keir	Cheque	027177	450.00
19/07/2017	LEISBOAT	Leisure Boat UK & Canoe Kayak Trader Ltd	Cheque	027178	6,891.91

## Monthly Finances (b)

19/07/2017	LOCKTOOL	Locks 'N' Tools Ltd	Cheque	027179	32.08
19/07/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027180	4,009.51
19/07/2017	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027181	252.11
19/07/2017	MIPAY100	MI Payroll Services	Cheque	027182	180.24
19/07/2017	NISBET10	Nisbets	Cheque	027183	73.78
19/07/2017	NORMBUT	Norman's Butchers	Cheque	027184	121.05
19/07/2017	OAKLEAF1	Oakleaf Electrical Contractors Ltd	Cheque	027185	1,739.40
19/07/2017	REDWING1	Redwing Coaches	Cheque	027186	425.00
19/07/2017	ROYALCO	Royal Collection Enterprises	Cheque	027187	1,194.70
19/07/2017	SEVDIST	Sevenoaks District Council	Cheque	027188	2,600.00
19/07/2017	SPORTLEI	Sport & Leisure Quality Assurance	Cheque	027189	900.00
19/07/2017	STALBRID	Stalbridge Linen Services	Cheque	027190	648.99
19/07/2017	TLCDIREC	TLC Online	Cheque	027191	39.65
19/07/2017	WASTECA	Waste Care Ltd	Cheque	027192	539.65
19/07/2017	FLOWMARI	Flowers by Marion	Cheque	027193	404.75
19/07/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027194	764.70
19/07/2017	KFF100	Kent Frozen Foods Ltd	Cheque	100577	1,641.92
19/07/2017	BGAS8419	BGas Elec - Alexandra	Cheque	100578	620.41
19/07/2017	BGAS8456	BGas Elec - The Olympic	Cheque	100578	1,111.83
19/07/2017	BGAS8436	BGas Elec - Woodlands	Cheque	100578	736.94
19/07/2017	ARGOS	Argos	Cheque	027195	105.53
19/07/2017	EETMOB	EE & T Mobile	Direct Debit	DD/EE mobile	34.85
19/07/2017	Swanley Twinning Expenses / Refreshments	Swanley Twinning	Cheque	100576	31.45
19/07/2017	North West Kent Vol	North West Kent Mind	Cheque	100541	250.00
20/07/2017	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipment Finance	378.00
24/07/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
24/07/2017	EON100	E.ON	Direct Debit	DD/E.On	16.87
24/07/2017	XINTEL	XLN Telecom	Direct Debit	DD/XLN	46.13
25/07/2017	BOC100	BOC Ltd	Direct Debit	DD/BOC	356.04
26/07/2017	VOICECOM	Voicecom Ltd	Direct Debit	DD/VoiceCom	274.38
26/07/2017	Payroll	Payroll July	BACS	Payroll	35,250.00
26/07/2017	Toni Roast	Expenses	Cheque	100580	54.73
27/07/2017	Dan Sutton	Expenses	Cheque	100579	70.16
					<b>189,938.83</b>

### Summary

<u>Month</u>	<u>Payment Method</u>	<u>Amount</u>
Jun-17	Cheque	60,359.67
	BACS	106,751.25
	Direct Debit	22,517.80
	Internal Entry (Offset)	127.21
	Bank Entry	182.90
		<b>189,938.83</b>

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

Swanley Town Council



Payments Out: August 2017

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Ref</u>	<u>Amount</u>
01/08/2017	DVLA	DVLA	Direct Debit	DVLA LC03 KJY	21.00
01/08/2017	DVLA	DVLA	Direct Debit	DVLA LV13 SNK	21.00
02/08/2017	MANN	Mann (Swanley)	Internal Entry	Mann & Co	109.21
03/08/2017	ANGELTRN	Angel Training	Cheque	027197	50.00
03/08/2017	BOURREFR	Bourne Refrigeration Ltd	Cheque	027198	431.22
03/08/2017	BROWNP	Paul Brown	Cheque	027199	106.82
03/08/2017	CAME100	Came and Company	Cheque	027200	735.51
03/08/2017	CENTCIRC	Centre Circle Event Management	Cheque	027201	369.60
03/08/2017	CHERRIPE	Cherry Ripe	Cheque	027202	187.68
03/08/2017	CLEAWIPE	Clean Wipes	Cheque	027203	462.68
03/08/2017	CONNECT	Helm Enterprise Solutions	Cheque	027204	178.80
03/08/2017	D.BODY	D.Body Ltd	Cheque	027205	2,310.00
03/08/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027206	48.00
03/08/2017	DPSS	Drone Pilot Services & Solutions Ltd	Cheque	027207	200.00
03/08/2017	DYNAMIX	Dynamix Disco	Cheque	027208	220.00
03/08/2017	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027209	71.35
03/08/2017	GELDARDS	Geldards	Cheque	027210	1,864.56
03/08/2017	GLOWCOM	The Glow Company	Cheque	027211	656.99
03/08/2017	GMHCASHR	GMH Cash Registers	Cheque	027212	162.00
03/08/2017	ISECURE1	iSecure Ltd	Cheque	027213	1,226.99
03/08/2017	JERSEYS1	Simon Jersey	Cheque	027214	62.38
03/08/2017	JOHNSTRE	John Street Beverage	Cheque	027215	142.50
03/08/2017	KCC100	Kent County Council	Cheque	027216	777.54
03/08/2017	KEIRALAN	Alan Keir	Cheque	027217	950.00
03/08/2017	KFF100	Kent Frozen Foods Ltd	Cheque	027218	806.94
03/08/2017	LEISBOAT	Leisure Boat UK & Canoe Kayak Trader Ltd	Cheque	027219	822.96
03/08/2017	LMILLS	L.Mills	Cheque	027220	345.66
03/08/2017	MASCOT	Mascot Mayhem	Cheque	027221	500.00
03/08/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027222	2,893.33
03/08/2017	MHALSTED	Martin Halstead	Cheque	027223	240.00
03/08/2017	MIPAY100	MI Payroll Services	Cheque	027224	210.28
03/08/2017	MRSBACK	Denise Pettitt (Child Entertainer)	Cheque	027225	220.00
03/08/2017	NELLA100	Nella Cutlery South	Cheque	027226	70.92
03/08/2017	NORMBUT	Norman's Butchers	Cheque	027227	264.61
03/08/2017	POWERSND	Power Sounds Discos	Cheque	027228	450.00
03/08/2017	SARGEAN1	Sargeant Partnership	Cheque	027229	4,560.00
03/08/2017	SEVDIST	Sevenoaks District Council	Cheque	027230	1,300.00
03/08/2017	SKYBIRD	Bird of Prey Display Team	Cheque	027231	200.00
03/08/2017	SPORTLEI	Sport & Leisure Quality Assurance	Cheque	027232	900.00
03/08/2017	STALBRID	Stalbridge Linen Services	Cheque	027233	290.83
03/08/2017	TILLROCO	The Till Roll Company	Cheque	027234	56.34
03/08/2017	TLCDIREC	TLC Online	Cheque	027235	1,770.00
03/08/2017	TLCELEC	T.L.C Direct	Cheque	027236	129.80
03/08/2017	TOPLINE	TopLine Electronics	Cheque	027237	284.64
03/08/2017	TRADEUK	Trade UK Account	Cheque	027238	329.16
03/08/2017	TUNE10	Tuning Fluid	Cheque	027239	80.00
03/08/2017	WATERSER	Water Services	Cheque	027240	555.18
03/08/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	49.37
03/08/2017	BTGROUP	BT	Direct Debit	DD/BT	38.98

## Monthly Finances (b)

03/08/2017	EMS	Elavon	Direct Debit	Merchant Services	671.64
04/08/2017	Barclays	Barclays	Bank Entry	13.06 - 12.07	230.05
07/08/2017	Yell	Yell	Direct Debit	Website Ads	146.79
08/08/2017	Dan Sutton	Dan Dutton Expenses	Cheque	100581	223.41
08/08/2017	Waterman	SPTL Refund	Cheque	100583	24.00
08/08/2017	Fitzgerald	Damage Deposit Refund	Cheque	100584	250.00
08/08/2017	Paypal	Paypal	Direct Debit	Misc	123.82
08/08/2017	TV Licence	TV Licence	Direct Debit	TV Licence	12.12
09/08/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	54.34
10/08/2017	HMRC	HMRC	Direct Debit	VAT Payment	19,426.23
10/08/2017	Barclays	Barclays	Direct Debit	PDQ Charges	452.66
10/08/2017	ZEN100	Zen Internet Ltd	Direct Debit	DD/Zen	100.80
11/08/2017	Link	Link: Expenses	Cheque	100587	26.63
15/08/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Public Conv, Station	196.00
15/08/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Alexandra	2,949.13
15/08/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Swanley Park	232.00
15/08/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Civic Centre	4,243.87
15/08/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Olympic	2,826.00
15/08/2017	SDC	Sevenoaks District Council	Direct Debit	Rates for Woodlands	1,437.00
15/08/2017	Payroll	Payroll August	BACS	Net Wages	81,295.23
15/08/2017	REDWING1	Redwing Coaches	Cheque	027241	850.00
16/08/2017	Sage	Sage Accouting	Direct Debit	Sage	125.95
16/08/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	48.18
17/08/2017	Alexandra Suite	Alexandra Suite Expenses	Cheque	100586	294.56
17/08/2017	PWL	Public Works Loan	Direct Debit	Aug 17	4,695.33
18/08/2017	PayPal	Paypal	Direct Debit	Misc	18.00
18/08/2017	TOTGASP	Total Gas & Power Ltd 5641	Direct Debit	DD/Total Gas & Power	435.52
21/08/2017	Paypal	Paypal	Direct Debit	Uniform	20.00
21/08/2017	EETMOB	EE & T Mobile	Direct Debit	DD/EE	30.22
21/08/2017	SGEQUIPM	SG Equipment Finance	Direct Debit	DD/SG Equipment	378.00
22/08/2017	TOTGAS2	Total Gas & Power 4209	Direct Debit	Dd/Total Power	357.49
23/08/2017	Paypal	Paypal	Direct Debit	Uniform	102.42
23/08/2017	Eldermaidment	Damage Deposit Refund	Cheque	Damage Deposit Refund	250.00
23/08/2017	BOOKER	Bookers (Wholesaler)	Cheque	027242	613.85
23/08/2017	AFLPLUMB	AFL Plumbing	Cheque	027243	342.24
23/08/2017	ALSFTIMB	Alsford Timber Ltd	Cheque	027244	63.36
23/08/2017	B&MSUPP	B&M Supplies LTD	Cheque	027245	29.85
23/08/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027246	360.00
23/08/2017	BGAS8419	BGas Elec - Alexandra	Cheque	100588	646.81
23/08/2017	BGAS8456	BGas Elec - The Olympic	Cheque	100588	1,084.15
23/08/2017	BRAKES10	Brakes Bros Ltd	Cheque	027247	677.77
23/08/2017	CASTL166	Castle Water Limited	Cheque	027248	9.72
23/08/2017	D.BODY	D.Body Ltd	Cheque	027249	840.00
23/08/2017	DARPRINT	Darenth Print and Design Ltd	Cheque	027250	144.00
23/08/2017	DOR2DOR	Door to Door	Cheque	027251	500.00
23/08/2017	DYNAMIX	Dynamix Disco	Cheque	027252	220.00
23/08/2017	EQUIRECY	Equinox Recycling	Cheque	027253	2,290.99
23/08/2017	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027254	89.90
23/08/2017	GBSPORT	G.B. Sport & Leisure	Cheque	027255	380.40
23/08/2017	HOWDENS	Howdesn (Joinery)	Cheque	027256	113.69
23/08/2017	KCS100	Kent Catering Services Ltd	Cheque	027257	128.40
23/08/2017	KEIRALAN	Alan Keir	Cheque	027258	225.00
23/08/2017	LEISBOAT	Leisure Boat UK & Canoe Kayak Trader Ltd	Cheque	027259	286.54
23/08/2017	MANPOWER	ManPower	Cheque	027260	2,995.68
23/08/2017	MATTCLAR	Matthew Clark Wholesale Ltd	Cheque	027261	4,758.58
23/08/2017	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027262	300.28
23/08/2017	MFRICKER	Mr Fricker (Rock Choir)	Cheque	027263	200.00
23/08/2017	NORMBUT	Norman's Butchers	Cheque	027264	144.92

## Monthly Finances (b)

23/08/2017	PHOENIX1	Phoenix Fireworks Ltd	Cheque	027265	3,480.00
23/08/2017	SPORTLEI	Sport & Leisure Quality Assurance	Cheque	027266	900.00
23/08/2017	STALBRID	Stalbridge Linen Services	Cheque	027267	158.40
23/08/2017	STJOHNA	St John Ambulance	Cheque	027268	192.00
23/08/2017	TUNE10	Tuning Fluid	Cheque	027269	80.00
23/08/2017	WEATHFEN	Weatherley Fencing Contractors Limited	Cheque	027270	17.42
23/08/2017	NELLA100	Nella Cutlery South	Cheque	027271	62.03
23/08/2017	NISBET10	Nisbets	Cheque	027272	173.00
23/08/2017	BNPPARIB	BNP Paribas Leasing Sols	Direct Debit	DD/BNP	542.38
24/08/2017	SPORTLEI	Sport & Leisure Quality Assurance	Cheque	027273	450.00
24/08/2017	MIPAY100	MI Payroll Services	Cheque	027274	157.71
24/08/2017	HTS	Heating Technical Supplies Ltd	Cheque	027275	7,117.00
24/08/2017	XINTEL	XLN Telecom	Direct Debit	DD/XLN	46.13
25/08/2017	VOICECOM	Voicecom Ltd	Direct Debit	DD/Voicecom	269.17
29/08/2017	BOC100	BOC Ltd	Direct Debit	DD/BOC	508.77
30/08/2017	Paypal	Paypal	Direct Debit	Laptop CC	229.99
30/08/2017	ALLSTARF	Allstar Business Solutions Ltd	Direct Debit	DD/All Star	48.52
30/08/2017	BGAS8522	BGas Elec - Ablutions St Mary's	Direct Debit	DD/BGas	402.12
30/08/2017	BGAS8496	BGas Elec - Oaks Communal	Direct Debit	DD/Bgas	34.70
30/08/2017	BGAS6000	BGas Elec - Civic	Direct Debit	DD/Bgas	253.75
31/08/2017	GMB	GMB Union	Cheque	100590	52.00
31/08/2017	BETSTA	Better Staff Ind & Comm Rec Ltd	Cheque	027276	459.00
31/08/2017	BR-IT	BR - IT (Barry Lyndsell)	Cheque	027277	314.40
31/08/2017	CENTCIRC	Centre Circle Event Management	Cheque	027278	672.00
31/08/2017	COBMARQ	Cobham Marquees	Cheque	027279	624.00
31/08/2017	DOR2DOR	Door to Door	Cheque	027280	500.00
31/08/2017	DYNAMIX	Dynamix Disco	Cheque	027281	100.00
31/08/2017	EASYNET	Easynet Enterprise Services Ltd	Cheque	027282	81.60
31/08/2017	ERNEDOE	Ernest Doe & Sons Ltd	Cheque	027283	115.94
31/08/2017	EYNBAND	Eynsford Concert Band	Cheque	027284	1,250.00
31/08/2017	KCC100	Kent County Council	Cheque	027285	303.90
31/08/2017	KCS100	Kent Catering Services Ltd	Cheque	027286	412.57
31/08/2017	KEIRALAN	Alan Keir	Cheque	027287	225.00
31/08/2017	KICKUP	Kick up Sports	Cheque	027288	250.00
31/08/2017	MECKADRI	Adrian Mecklenburgh Ltd	Cheque	027289	221.74
31/08/2017	D.BODY	D.Body Ltd	Cheque	027290	1,050.00
31/08/2017	MRSBACK	Denise Pettitt (Child Entertainer)	Cheque	027291	110.00
31/08/2017	NORMBUT	Norman's Butchers	Cheque	027292	141.02
31/08/2017	ROYALBL	The Royal British Legion	Cheque	027293	50.00
31/08/2017	SEVDIST	Sevenoaks District Council	Cheque	027295	1,950.00
31/08/2017	SHERIFFS	Sheriffs Office	Cheque	027296	2,334.00
31/08/2017	TARDIS10	Tardis Environmental Ltd	Cheque	027297	420.00
31/08/2017	TRADEUK	Trade UK Account	Cheque	027298	27.72
31/08/2017	TUNE10	Tuning Fluid	Cheque	027299	80.00
31/08/2017	WARBURT	Warburtons Chefs Limited	Cheque	027300	48.00
31/08/2017	AUDICREW	Audio Crew	Cheque	027301	1,475.00
31/08/2017	SALICOMM	Salisbury Community Circus	Cheque	027302	1,500.00
31/08/2017	BGAS8475	BGas Elec - Tennis Courts	Direct Debit	DD/B Gas	526.51
					<b>199,125.84</b>

### Summary

Month	Payment Method	Amount
Jun-17	Cheque	75,415.45
	BACS	81,295.23
	Direct Debit	42,075.90
	Internal Entry (Offset)	109.21
	Bank Entry	230.05
		<b>199,125.84</b>

**Monthly Finances (b)**

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

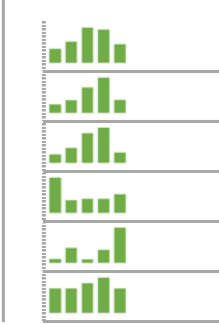
Date

Swanley Town Council: Alexandra

YTD Summary

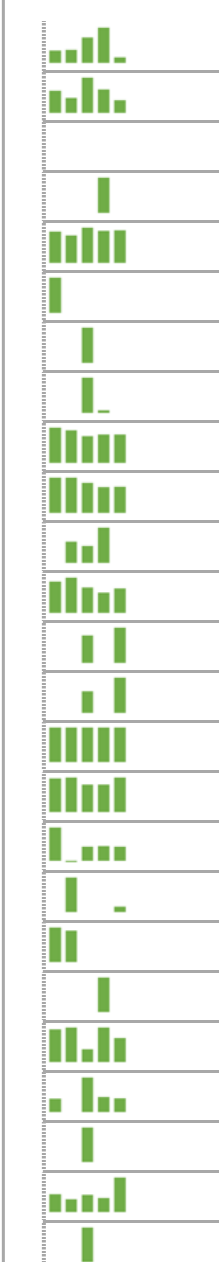
**Income**

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
4100	Bar Income		5,686.90	8,519.49	14,237.55	13,597.20	7,468.26	-	-	-	-	-	-	-	49,509.40	-
4105	Catering Income		2,329.63	3,365.04	6,887.18	9,535.75	3,525.58	-	-	-	-	-	-	-	25,643.18	-
4115	Function Package Revenue		2,969.18	5,199.18	10,545.92	12,435.00	3,689.17	-	-	-	-	-	-	-	34,838.45	-
4120	Conference Lettings Regular		5,991.03	2,148.34	2,417.08	2,359.20	3,155.00	-	-	-	-	-	-	-	16,070.65	-
4125	Party Night Revenue		300.00	1,084.62	264.99	933.32	2,538.35	-	-	-	-	-	-	-	5,121.28	-
4130	Party Function Revenue		787.50	787.50	962.50	1,137.50	787.50	-	-	-	-	-	-	-	4,462.50	-
		-	18,064.24	21,104.17	35,315.22	39,997.97	21,163.86	-	-	-	-	-	-	-	135,645.46	-



**Expenditure**

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
5001	Bar Purchases		1,548.22	1,686.23	3,279.79	4,531.56	707.07	-	-	-	-	-	-	-	11,752.87	-
5002	Catering Purchases		1,445.96	977.16	2,286.10	1,519.19	834.15	-	-	-	-	-	-	-	7,062.56	-
5020	Estates Equipment / Machinery		-	-	-	-	-	-	-	-	-	-	-	-	-	-
5021	Estates Equipment / Machinery Repairs		-	-	-	359.35	-	-	-	-	-	-	-	-	359.35	-
5045	Function Expenditure		1,927.32	1,689.16	2,172.25	1,967.50	1,991.65	-	-	-	-	-	-	-	9,747.88	-
5102	Event Equipment Repairs & Maintenance		39.00	-	-	-	-	-	-	-	-	-	-	-	39.00	-
6200	Website, Social Media and Marketing		-	-	117.50	-	-	-	-	-	-	-	-	-	117.50	-
6201	Advertising		-	-	745.99	60.00	-	-	-	-	-	-	-	-	805.99	-
7000	Salaries		9,497.46	8,792.95	7,157.77	7,677.72	7,729.42	-	-	-	-	-	-	-	40,855.32	-
7001	Pension		1,234.05	1,234.05	1,066.26	898.46	912.10	-	-	-	-	-	-	-	5,344.92	-
7004	Wages - Casual		-	280.00	224.00	462.00	-	-	-	-	-	-	-	-	966.00	-
7006	Employers NI		530.87	599.41	429.14	347.75	413.07	-	-	-	-	-	-	-	2,320.24	-
7099	Expenses		-	-	230.74	-	294.56	-	-	-	-	-	-	-	525.30	-
7102	Water Rates		-	-	627.81	-	1,018.22	-	-	-	-	-	-	-	1,646.03	-
7103	General Rates		2,948.31	2,949.13	2,949.13	2,949.13	2,949.13	-	-	-	-	-	-	-	14,744.83	-
7105	Recycling - Waste Collection		305.40	313.95	251.16	251.16	313.95	-	-	-	-	-	-	-	1,435.62	-
7200	Electricity		1,206.42	( 41.55 )	517.01	539.01	523.50	-	-	-	-	-	-	-	2,744.39	-
7201	Gas		-	2,786.78	-	-	414.78	-	-	-	-	-	-	-	3,201.56	-
7500	Printing		80.00	73.22	-	-	-	-	-	-	-	-	-	-	153.22	-
7800	Repairs and Renewals		-	-	-	106.82	-	-	-	-	-	-	-	-	106.82	-
7801	Cleaning		162.92	171.23	63.26	170.99	118.96	-	-	-	-	-	-	-	687.36	-
7802	Laundry		230.89	-	601.30	261.20	240.40	-	-	-	-	-	-	-	1,333.79	-
7803	Premises Expenses		-	-	706.00	-	-	-	-	-	-	-	-	-	706.00	-
7901	Bank Charges		128.08	94.20	126.72	102.41	252.91	-	-	-	-	-	-	-	704.32	-
8201	Subscriptions		-	-	222.75	-	-	-	-	-	-	-	-	-	222.75	-
		-	21,284.90	21,605.92	23,774.68	22,204.25	18,713.87	-	-	-	-	-	-	-	107,583.62	-

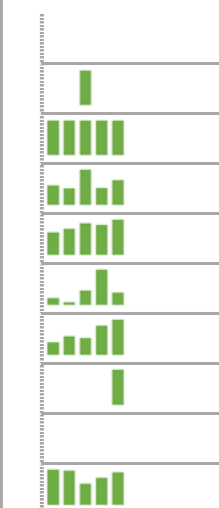


Swanley Town Council: Olympic

YTD Summary

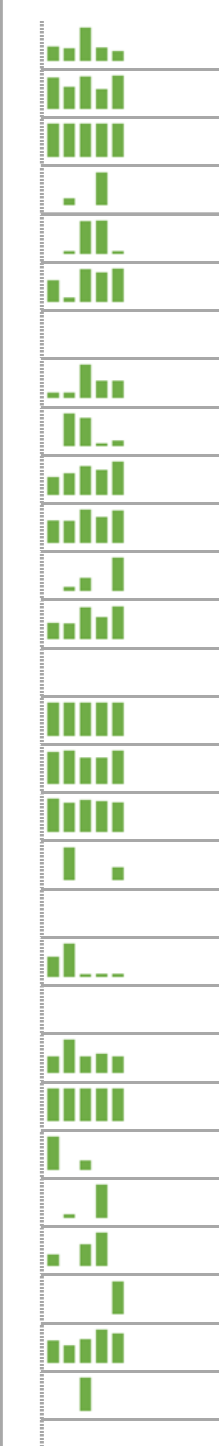
Income

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
4012	Rent - Golf Range		-	-	-	-	-	-	-	-	-	-	-	-	-	-
4013	Rent - Bowls Club	5,000.00	-	-	5,000.00	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00
4015	Rent - Flat at Olympic Centre		700.00	700.00	700.00	700.00	700.00	-	-	-	-	-	-	-	3,500.00	-
4100	Bar Income		3,359.98	2,903.07	6,144.05	2,989.18	4,367.37	-	-	-	-	-	-	-	19,763.65	-
4105	Catering Income		5,289.10	6,100.11	7,317.08	6,980.57	8,174.85	-	-	-	-	-	-	-	33,861.71	-
4115	Function Package Revenue		440.84	166.67	930.77	2,287.92	791.67	-	-	-	-	-	-	-	4,617.87	-
4120	Conference Lettings Regular		2,881.15	4,255.43	3,955.84	6,755.73	8,108.83	-	-	-	-	-	-	-	25,956.98	-
4125	Party Night Revenue		-	-	-	-	291.26	-	-	-	-	-	-	-	-	-
4130	Party Function Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-
4609	Snooker and Bowls Income		561.01	545.09	339.27	430.47	516.79	-	-	-	-	-	-	-	2,392.63	-
		5,000.00	13,232.08	14,670.37	24,387.01	20,143.87	22,950.77	-	-	-	-	-	-	-	95,092.84	5,000.00



Expenditure

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
5001	Bar Purchases		1,567.11	1,374.18	3,598.54	1,461.31	1,063.47	-	-	-	-	-	-	-	9,064.61	-
5002	Catering Purchases		2,529.06	1,769.63	2,621.86	1,602.71	2,686.20	-	-	-	-	-	-	-	11,209.46	-
5011	Licences		12.18	12.12	12.12	12.12	12.12	-	-	-	-	-	-	-	60.66	-
5020	Estates Equipment / Machinery		-	70.00	-	341.94	-	-	-	-	-	-	-	-	411.94	-
5021	Estates Equipment / Machinery Repairs		-	121.50	1,449.50	1,471.73	118.80	-	-	-	-	-	-	-	3,161.53	-
5045	Function Expenditure		383.33	80.00	580.00	525.00	588.33	-	-	-	-	-	-	-	2,156.66	-
5102	Event Equipment Repairs & Maintenance		-	-	-	-	-	-	-	-	-	-	-	-	-	-
6200	Website, Social Media and Marketing		39.98	39.98	239.83	122.33	122.33	-	-	-	-	-	-	-	564.45	-
6201	Advertising		-	230.00	199.99	20.00	40.00	-	-	-	-	-	-	-	489.99	-
7000	Salaries		3,805.53	4,526.99	6,012.16	5,274.35	6,966.57	-	-	-	-	-	-	-	26,585.60	-
7001	Pension		469.92	462.00	692.75	546.21	677.03	-	-	-	-	-	-	-	2,847.91	-
7004	Wages - Casual		-	119.00	371.25	-	936.25	-	-	-	-	-	-	-	1,426.50	-
7006	Employers NI		198.32	191.82	384.47	270.69	396.86	-	-	-	-	-	-	-	1,442.16	-
7102	Water Rates		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7103	General Rates		2,827.00	2,826.00	2,826.00	2,826.00	2,826.00	-	-	-	-	-	-	-	14,131.00	-
7105	Recycling - Waste Collection		187.10	195.65	156.52	156.52	195.65	-	-	-	-	-	-	-	891.44	-
7200	Electricity		1,103.69	972.37	1,058.89	1,032.53	984.55	-	-	-	-	-	-	-	5,152.03	-
7201	Gas		-	858.11	-	-	340.46	-	-	-	-	-	-	-	1,198.57	-
7500	Printing		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7550	Telephone and Broadband		260.85	428.20	36.44	38.44	38.44	-	-	-	-	-	-	-	802.37	-
7552	Computers & Software		-	-	-	-	-	-	-	-	-	-	-	-	-	-
7604	Professional Fees		109.21	216.71	109.21	127.21	109.21	-	-	-	-	-	-	-	671.55	-
7702	Equipment Leasing		315.00	315.00	315.00	315.00	315.00	-	-	-	-	-	-	-	1,575.00	-
7800	Repairs and Renewals		469.23	-	130.45	-	-	-	-	-	-	-	-	-	599.68	-
7801	Cleaning		-	40.15	-	388.03	-	-	-	-	-	-	-	-	428.18	-
7802	Laundry		132.00	-	242.36	374.36	-	-	-	-	-	-	-	-	748.72	-
7803	Premises Expenses		-	-	-	-	12,187.00	-	-	-	-	-	-	-	12,187.00	-
7901	Bank Charges		119.80	94.74	128.18	177.81	158.87	-	-	-	-	-	-	-	679.40	-
8201	Subscriptions		-	-	222.75	-	-	-	-	-	-	-	-	-	222.75	-
8204	Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-
			14,529.31	14,944.15	21,388.27	17,084.29	30,763.14	-	-	-	-	-	-	-	98,709.16	-



7803 Premises Expenses Includes £11,862 for a new boiler

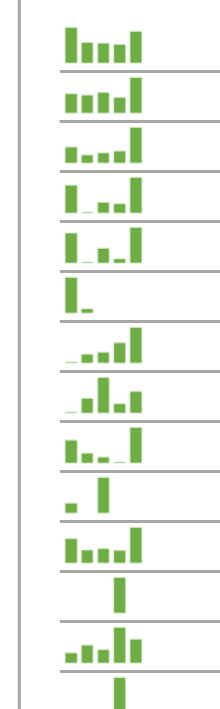


Swanley Town Council: Swanley Park

YTD Summary

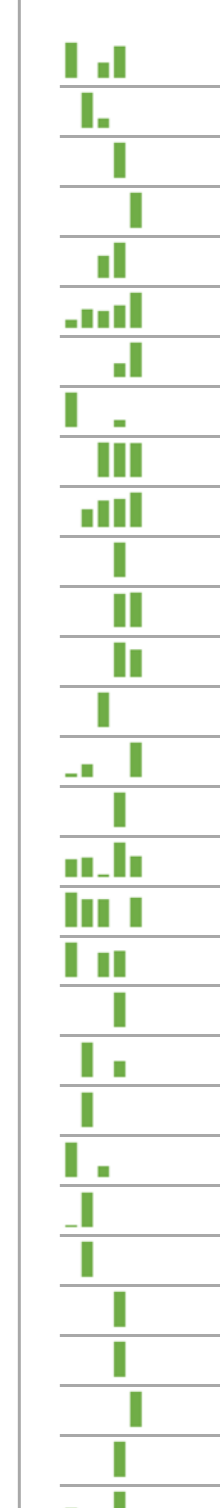
**Income**

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
4700	Rowing		1,488.03	854.16	829.59	757.70	1,322.91	-	-	-	-	-	-	-	5,252.39	-
4701	Pedalos		5,325.42	4,926.24	5,676.66	4,338.34	9,908.76	-	-	-	-	-	-	-	30,175.42	-
4702	Canoeing		482.09	237.91	299.57	353.33	1,080.42	-	-	-	-	-	-	-	2,453.32	-
4703	Golf		1,063.05	575.00	757.90	732.51	1,205.01	-	-	-	-	-	-	-	4,333.47	-
4704	Tree Trek		1,739.78	524.41	1,105.58	675.67	1,958.25	-	-	-	-	-	-	-	6,003.69	-
4705	Battery Bikes		45.00	5.00	-	-	-	-	-	-	-	-	-	-	50.00	-
4706	Dino Karts		36.66	291.67	336.67	627.66	1,097.48	-	-	-	-	-	-	-	2,390.14	-
4707	Deck Chairs		10.00	115.42	267.08	75.00	165.00	-	-	-	-	-	-	-	632.50	-
4708	Bouncy Castle		2,096.67	1,796.97	1,708.48	1,596.42	2,378.67	-	-	-	-	-	-	-	9,577.21	-
4709	Mini Boats		3.33	-	12.50	-	-	-	-	-	-	-	-	-	15.83	-
4710	Car Parking		10,861.05	5,673.70	6,295.70	5,490.61	15,950.10	-	-	-	-	-	-	-	44,271.16	-
4712	Wrist Bands		-	-	-	91.67	-	-	-	-	-	-	-	-	91.67	-
4720	Children's Party - Recreation		187.50	329.99	241.66	660.00	441.67	-	-	-	-	-	-	-	1,860.82	-
4721	Children's Party - Survival		-	-	-	125.00	-	-	-	-	-	-	-	-	125.00	-
			23,338.58	15,330.47	17,531.39	15,523.91	35,508.27	-	-	-	-	-	-	-	107,232.62	-



**Expenditure**

Code	Description	Budget	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	YTD	Forecast
5020	Estates Equipment / Machinery		6,368.25	-	2,766.00	5,743.26	-	-	-	-	-	-	-	-	14,877.51	-
5021	Estates Equipment / Machinery Repairs		-	1,085.30	298.34	-	-	-	-	-	-	-	-	-	1,383.64	-
5045	Function Expenditure		-	-	-	220.00	-	-	-	-	-	-	-	-	220.00	-
5046	Outdorr Event		-	-	-	-	1,610.00	-	-	-	-	-	-	-	1,610.00	-
6201	Advertising		-	-	49.99	80.00	-	-	-	-	-	-	-	-	129.99	-
7000	Salaries		4,447.33	10,070.32	9,392.53	12,368.30	19,224.39	-	-	-	-	-	-	-	55,502.87	-
7099	Staff Expenses		-	-	-	109.15	272.23	-	-	-	-	-	-	-	381.38	-
7102	Water Rates		2,249.88	-	-	462.65	-	-	-	-	-	-	-	-	2,712.53	-
7103	General Rates		-	-	236.34	232.00	232.00	-	-	-	-	-	-	-	700.34	-
7105	Recycling - Waste Collection		-	955.22	1,419.06	1,501.37	1,842.78	-	-	-	-	-	-	-	5,718.43	-
7501	Postage & Carriage		-	-	-	29.90	-	-	-	-	-	-	-	-	29.90	-
7502	Stationery		-	-	-	36.65	37.98	-	-	-	-	-	-	-	74.63	-
7550	Telephone & Broadband		-	-	-	40.81	32.48	-	-	-	-	-	-	-	73.29	-
7200	Electricity		-	-	2,323.32	-	-	-	-	-	-	-	-	-	2,323.32	-
7800	Repairs and Renewals		100.00	384.54	-	-	1,035.58	-	-	-	-	-	-	-	1,520.12	-
7801	Cleaning		-	-	-	67.88	-	-	-	-	-	-	-	-	67.88	-
7803	Premises Expenses		626.62	691.38	86.68	1,214.51	733.31	-	-	-	-	-	-	-	3,352.50	-
7804	Pool Chemicals		530.35	426.18	426.18	-	457.88	-	-	-	-	-	-	-	1,840.59	-
7805	Cess Pit		2,500.00	-	1,750.00	1,890.00	-	-	-	-	-	-	-	-	6,140.00	-
7806	Pedalo Parts		-	-	-	25.83	-	-	-	-	-	-	-	-	25.83	-
7807	Pool Costs		-	520.00	-	237.20	-	-	-	-	-	-	-	-	757.20	-
7811	Signs		-	420.00	-	-	-	-	-	-	-	-	-	-	420.00	-
7814	Maintenance		130.00	-	41.90	-	-	-	-	-	-	-	-	-	171.90	-
7815	Chidren's Party		6.25	122.50	-	-	-	-	-	-	-	-	-	-	128.75	-
7816	Parking		-	170.95	-	-	-	-	-	-	-	-	-	-	170.95	-
7817	Rowing Parts		-	-	-	698.81	-	-	-	-	-	-	-	-	698.81	-
7818	Life Jackets		-	-	-	170.04	-	-	-	-	-	-	-	-	170.04	-
7901	Bank Charges		-	-	-	-	671.64	-	-	-	-	-	-	-	671.64	-
8201	Subscriptions		-	-	-	365.00	-	-	-	-	-	-	-	-	365.00	-
8202	Uniform		259.90	-	-	500.00	20.00	-	-	-	-	-	-	-	779.90	-



## Monthly Finances (e)

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>YTD</u>	<u>Forecast</u>
8203	Training Costs	-	-	-	-	2,700.00	1,800.00	-	-	-	-	-	-	-	4,500.00	-
		-	17,218.58	14,846.39	18,790.34	28,693.36	27,970.27	-	-	-	-	-	-	-	107,518.94	-



# Swanley Town Council



**Bank Reconciliation: 31 July 2017**

Bank Statement Balance:	Current Account	188,791.12		
			<b>188,791.12</b>	
Other Bank & Cash Accounts:	Active Saver	139.25		
	Mayor's Account	2,704.40		
	Recreation Account	14,014.09		
	Alexandra Cash Account	4,629.95		
	Olympic Cash Account	2,249.58		
	Link Cash Account	24.95		
	Swanley Park Cash Account	5,168.70		
			<b>28,930.92</b>	
				<b>217,722.04</b>
Unpresented Payments	<b>Date</b>	<b>Ref</b>	<b>Amount</b>	
	23/03/2017	026903	72.00	
	21/06/2017	027102	1,240.00	
	21/06/2017	027113	299.00	
	27/06/2017	027147	210.00	
	27/06/2017	027154	1,800.00	
	27/06/2017	027155	445.50	
	19/07/2017	100576	31.45	
	19/07/2017	027157	294.00	
	19/07/2017	027161	240.00	
	19/07/2017	027163	1,303.20	
	19/07/2017	027167	1,750.00	
	19/07/2017	027168	81.60	
	19/07/2017	027171	199.11	
	19/07/2017	027174	198.33	
	19/07/2017	027177	450.00	
	19/07/2017	027178	6,891.91	
	19/07/2017	027181	252.11	
	19/07/2017	027184	121.05	
	19/07/2017	027186	425.00	
	19/07/2017	027187	1,194.70	
	19/07/2017	027189	900.00	
	19/07/2017	027191	39.65	
	19/07/2017	027193	404.75	
				<b>18,843.36</b>
				<b>198,878.68</b>
Unpresented Receipts:	<b>Date</b>	<b>Ref</b>	<b>Amount</b>	
	28/07/2017	Park to Current	171.00	
	28/07/2017	Oly to Current	31.50	
	28/07/2017	Alex to Current	8.30	
	28/07/2017	Alex to Current	740.00	
	30/07/2017	Park to Current	645.00	
	30/07/2017	Oly to Current	153.89	
	31/07/2017	Oly to Current	445.15	
	31/07/2017	Park to Current	415.50	
	31/07/2017	Alex to Current	220.00	
				<b>2,830.34</b>
				<b>201,709.02</b>
Closing Book Balance:	Current Account	172,778.10		

**Monthly Finances (f)**

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Other Bank & Cash Accounts	28,930.92
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201,709.02
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Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Swanley Town Council



**Bank Reconciliation: 31 August 2017**

Bank Statement Balance:	Current Account	168,319.51	
			<b>168,319.51</b>
Other Bank & Cash Accounts:	Active Saver	139.25	
	Mayor's Account	2,704.40	
	Recreation Account	14,053.49	
	Alexandra Cash Account	-	
	Olympic Cash Account	226.72	
	Link Cash Account	-	
	Swanley Park Cash Account	5,914.69	
			<b>23,038.55</b>
			<b>191,358.06</b>

Unpresented Payments	<u>Date</u>	<u>Ref</u>	<u>Amount</u>
	19/07/2017	100576	31.45
	19/07/2017	027178	6,891.91
	19/07/2017	027193	404.75
	03/08/2017	027211	656.99
	03/08/2017	027231	200.00
	15/08/2017	027241	850.00
	23/08/2017	100588	646.81
	23/08/2017	100588	1,084.15
	23/08/2017	027249	840.00
	23/08/2017	027251	500.00
	23/08/2017	027252	220.00
	23/08/2017	027253	2,290.99
	23/08/2017	027255	380.40
	23/08/2017	027257	128.40
	23/08/2017	027259	286.54
	23/08/2017	027260	2,995.68
	23/08/2017	027261	4,758.58
	23/08/2017	027264	144.92
	23/08/2017	027265	3,480.00
	23/08/2017	027268	192.00
	23/08/2017	027270	17.42
	24/08/2017	027275	7,117.00
	31/08/2017	027276	459.00
	31/08/2017	027277	314.40
	31/08/2017	027278	672.00
	31/08/2017	027279	624.00
	31/08/2017	027280	500.00
	31/08/2017	027281	100.00
	31/08/2017	027282	81.60
	31/08/2017	027283	115.94
	31/08/2017	027284	1,250.00
	31/08/2017	027285	303.90
	31/08/2017	027286	412.57
	31/08/2017	027287	225.00
	31/08/2017	027288	250.00
	31/08/2017	027289	221.74
	31/08/2017	027290	1,050.00
	31/08/2017	027291	110.00
	31/08/2017	027292	141.02

## Monthly Finances (f)

31/08/2017	027293	50.00
31/08/2017	027295	1,950.00
31/08/2017	027296	2,334.00
31/08/2017	027297	420.00
31/08/2017	027298	27.72
31/08/2017	027299	80.00
31/08/2017	027300	48.00
31/08/2017	027301	1,475.00
31/08/2017	027302	1,500.00

**48,833.88**

**142,524.18**

Unpresented Receipts:

<u>Date</u>	<u>Ref</u>	<u>Amount</u>
30/08/2017	Alex Sales to Current	80.00
30/08/2017	Oly to Current	350.82
29/08/2017	Park to Current	638.50
30/08/2017	Park to Current	5.00
31/08/2017	Alex to Current	1,010.00
31/08/2017	Oly to Current	107.80
31/08/2017	Park to Current	275.00

**2,467.12**

**144,991.30**

Closing Book Balance:

Current Account	121,952.75
Other Bank & Cash Accounts	23,038.55

**144,991.30**

**-**

Chairman of Finance Committee

Signature

Date

Responsible Financial Officer

Signature

Date

# Swanley Town Council



## Aged Creditors: 31 July 2017

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
AFLPLUMB	A & L Weston	342.24	342.24	0.00	0.00	0.00	0.00
ALSFTIMB	Alsford Timber Ltd	63.36	63.36	0.00	0.00	0.00	0.00
ANGELTRN	Cheryl Parkes	50.00	50.00	0.00	0.00	0.00	0.00
B&MSUPP	B&M Supplies LTD	29.85	29.85	0.00	0.00	0.00	0.00
BGAS-100	British Gas	21,289.09	0.00	0.00	0.00	0.00	21,289.09
BGAS8419	BGas Elec - Alexandra	646.81	646.81	0.00	0.00	0.00	0.00
BGAS8436	BGas Elec - Woodlands	1,480.84	1,480.84	0.00	0.00	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,084.15	1,084.15	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	542.38	542.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	508.77	508.77	0.00	0.00	0.00	0.00
BOOKER	Booker Lintied	613.85	613.85	0.00	0.00	0.00	0.00
BOURREFR	Bourne Refrigeration Ltd	431.22	431.22	0.00	0.00	0.00	0.00
BRAKES10	Brakes Bros Ltd	677.77	677.77	0.00	0.00	0.00	0.00
BROWNP	P Brown	106.82	106.82	0.00	0.00	0.00	0.00
CAME100	Came and Company	735.51	0.00	735.51	0.00	0.00	0.00
CASTL166	Castle Water Limited	9.72	0.00	9.72	0.00	0.00	0.00
CENTCIRC	Centre Circle Event Management	369.60	369.60	0.00	0.00	0.00	0.00
CHERRIPE	Cherry Ripe	187.68	187.68	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	462.68	176.93	285.75	0.00	0.00	0.00
CONNECT	Helm Enterprise Solutions Ltd	178.80	178.80	0.00	0.00	0.00	0.00
D.BODY	D.Body Ltd	4,200.00	1,890.00	2,310.00	0.00	0.00	0.00
DARPRINT	Darenth Print and Design Ltd	192.00	144.00	48.00	0.00	0.00	0.00
DOR2DOR	Helm Enterprise Solutions Ltd T/A Dor2I	500.00	500.00	0.00	0.00	0.00	0.00
DPSS	Drone Pilot Services & Solutions Ltd	200.00	0.00	200.00	0.00	0.00	0.00
DYNAMIX	Mr S Gadd	220.00	220.00	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	2,290.99	2,290.99	0.00	0.00	0.00	0.00
ERNEDOE	Ernest Doe & Sons Ltd	161.25	101.28	59.97	0.00	0.00	0.00
GBSPORT	G.B Sport & Leisure UK LTD	380.40	380.40	0.00	0.00	0.00	0.00
GELDARDS	Geldards	1,864.56	1,864.56	0.00	0.00	0.00	0.00
GLOWCOM	The Glow Company	656.99	656.99	0.00	0.00	0.00	0.00
GMHCASHR	GMH Cash Registers	162.00	162.00	0.00	0.00	0.00	0.00
ISECURE1	iSecure Ltd	1,226.99	0.00	1,226.99	0.00	0.00	0.00
JERSEYS1	Simon Jersey	62.38	0.00	62.38	0.00	0.00	0.00
JOHNSTRE	John Street Beverage	142.50	142.50	0.00	0.00	0.00	0.00
KCC100	Kent County Council	777.54	347.52	430.02	0.00	0.00	0.00
KCS100	Kent Catering Services Ltd	128.40	128.40	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	1,175.00	1,175.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	806.94	667.23	139.71	0.00	0.00	0.00
LEISBOAT	Leisure Boat UK & Canoe Kayak Trader L	1,109.50	1,109.50	0.00	0.00	0.00	0.00
LMILLS	L.Mills	345.66	0.00	345.66	0.00	0.00	0.00
MASCOT	Mascot Moments	500.00	500.00	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	7,651.91	6,006.98	1,644.93	0.00	0.00	0.00
MECKADRI	Adrian Mecklenburgh Ltd	300.28	300.28	0.00	0.00	0.00	0.00
MHALSTED	Martin Halstead	240.00	0.00	240.00	0.00	0.00	0.00

Monthly Finances (g)

MRSBACK	Denise Pettitt	220.00	220.00	0.00	0.00	0.00	0.00	0.00
NELLA100	Nella Cutlery South	70.92	61.42	9.50	0.00	0.00	0.00	0.00
NISBET10	Nisbets	583.32	0.00	583.32	0.00	0.00	0.00	0.00
NORMBUT	Norman's Butchers	409.53	323.27	86.26	0.00	0.00	0.00	0.00
POWERSND	Power Sounds Discos	450.00	450.00	0.00	0.00	0.00	0.00	0.00
REDWING1	Redwing Coaches	850.00	0.00	850.00	0.00	0.00	0.00	0.00
SARGEAN1	Sargeant Partnership	4,560.00	4,560.00	0.00	0.00	0.00	0.00	0.00
SEVDIST	Sevenoaks District Council	1,300.00	1,300.00	0.00	0.00	0.00	0.00	0.00
SKYBIRD	Sky Bird of Prey Display Team	200.00	200.00	0.00	0.00	0.00	0.00	0.00
SPORTLEI	Sport & Leisure Quality Assurance	1,800.00	1,800.00	0.00	0.00	0.00	0.00	0.00
SSELEC	SSE Southern Electric	-8.59	0.00	0.00	0.00	0.00	0.00	-8.59
STALBRID	Stalbridge Linen Services	762.67	471.84	290.83	0.00	0.00	0.00	0.00
THAMWOOD	Thames Water - (Woodlands 00166)	-144.01	0.00	0.00	0.00	0.00	0.00	-144.01
TILLROCO	The Till Roll Company	56.34	0.00	56.34	0.00	0.00	0.00	0.00
TLCDIREC	TLC Online	1,770.00	1,770.00	0.00	0.00	0.00	0.00	0.00
TLCELEC	T.L.C Direct	129.80	129.80	0.00	0.00	0.00	0.00	0.00
TOPLINE	Topline Electronics Ltd	284.64	284.64	0.00	0.00	0.00	0.00	0.00
TRADEUK	Trade UK Account	329.16	0.00	329.16	0.00	0.00	0.00	0.00
TUNE10	John Bogg	80.00	80.00	0.00	0.00	0.00	0.00	0.00
WATERSER	Aquam Water Services	555.18	555.18	0.00	0.00	0.00	0.00	0.00
WEATHFEN	Weatherley Fencing Contractors Limited	17.42	17.42	0.00	0.00	0.00	0.00	0.00
		<b>69,382.81</b>	<b>38,302.27</b>	<b>9,944.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,136.49</b>

[1] Refer to previous report for explanation; agreement to repay this in regular intervals of £3,000.00



# Swanley Town Council



## Aged Debtors: 31 July 2017

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
BEXLEYBC	London Borough of Bexley	1,747.00	664.00	252.00	0.00	561.00	270.00
BRITGAS	British Gas Services	11,084.31	3,167.25	2,306.30	519.75	394.70	4,696.31
CANUEXP	Can You Experience Company Ltd	29,234.70	0.00	0.00	0.00	0.00	29,234.70
CHARTWAY	Chartway Group	200.00	0.00	0.00	0.00	200.00	0.00
CLEMAJ	A J Clements & Sons	880.00	880.00	0.00	0.00	0.00	0.00
COCACOLA	Coca Cola	156.00	0.00	0.00	0.00	0.00	156.00
EDFENER	EDF Energy	141.00	0.00	0.00	0.00	0.00	141.00
FUNPART	Funeral Partners Ltd	1,035.60	799.00	0.00	0.00	0.00	236.60
GOLFPERF	Golf Performance Ranges Ltd	144.00	144.00	0.00	0.00	0.00	0.00
GRACEPL	Grace Place Community Church	3,780.00	1,365.00	0.00	1,050.00	0.00	1,365.00
HARTBEEP	Hartbeeps- Baby Group	180.00	180.00	0.00	0.00	0.00	0.00
HUDSONC	Christine Hudson	10.00	0.00	10.00	0.00	0.00	0.00
IIRSA	International Institute of Risk and Safet	117.60	0.00	117.60	0.00	0.00	0.00
KCC100	Kent County Council	2,773.57	3,535.20	0.00	-207.00	0.00	-554.63
KCCHIGH	Kent County Council (Highways)	1,891.62	0.00	0.00	0.00	0.00	1,891.62
KCCLIBRA	KCC Strategic & Corp Services	13,824.77	13,824.77	0.00	0.00	0.00	0.00
LAURIEM1	Lauriem Complete Care Ltd	99.60	0.00	99.60	0.00	0.00	0.00
LUNTDR	Dr E A Lunt	11,868.00	11,868.00	0.00	0.00	0.00	0.00
MULTCARS	Multicars	825.00	825.00	0.00	0.00	0.00	0.00
NATBLOOD	National Blood Service	1,016.56	512.56	0.00	0.00	504.00	0.00
NHSDGS	NHS DGS CCG	386.16	0.00	0.00	386.16	0.00	0.00
PGA100	Professional Golfers Ass	156.00	0.00	0.00	0.00	0.00	156.00
SEVDISTC	Sevenoaks District Council	230.00	0.00	0.00	0.00	0.00	230.00
SPECASVE	Specsavers	320.00	320.00	0.00	0.00	0.00	0.00
SWANSTAF	Swanstaff Recruitment	454.80	0.00	0.00	0.00	0.00	454.80
SWNBRAIL	Swanley New Barn Railway	200.00	200.00	0.00	0.00	0.00	0.00
SWNETBAL	Swanley Netball Club	402.97	0.00	0.00	260.42	0.00	142.55
SWNFC	Swanley FC	-23.10	0.00	0.00	0.00	0.00	-23.10
SWVILLTR	Swanley Village Trust	4.25	0.00	0.00	0.00	4.25	0.00
VIBEDN10	Vibe Dance Nights	1,365.00	1,365.00	0.00	0.00	0.00	0.00
WHITENET	Whiteoak Netball Club	105.00	0.00	105.00	0.00	0.00	0.00
WKHOUSIN	West Kent Housing Association	75.00	0.00	75.00	0.00	0.00	0.00
ZIBRANT	Zibrant	4,121.70	3,365.55	756.15	0.00	0.00	0.00
		<b>88,807.11</b>	<b>43,015.33</b>	<b>3,721.65</b>	<b>2,009.33</b>	<b>1,663.95</b>	<b>38,396.85</b>

## Events <sup>[2]</sup>

JANUARY	January events	-892.00
FEBRUARY	February events	-533.60

**Monthly Finances (g)**

MARCH	March events	1,813.60
APRIL	April events	0.00
MAY	May events	0.00
JUNE	June events	-507.20
JULY	July events	-471.20
AUGUST	August events	-8,150.00
SEPTEMBE	September events	-13,709.00
OCTOBER	October Events	-6,011.00
NOVEMBER	November events	-3,443.50
DECEMBER	December events	-5,950.00
		<b><u>-37,853.90</u></b>

[2] Balances will include prepayments for future functions at Alexandra and Olympic

# Swanley Town Council



## Aged Creditors: 31 August 2017

A/C	Name	Balance	Current	Period 1	Period 2	Period 3	Older
SENVIRO	5 Enviromental Ltd	390.00	390.00	0.00	0.00	0.00	0.00
ALSFTIMB	Alsford Timber Ltd	55.90	55.90	0.00	0.00	0.00	0.00
B&MSUPP	B&M Supplies LTD	97.43	97.43	0.00	0.00	0.00	0.00
BETSTA	Better Staff Ind & Comm Rec Ltd	256.50	256.50	0.00	0.00	0.00	0.00
BGAS-100	British Gas	21,289.09 <sup>[1]</sup>	0.00	0.00	0.00	0.00	21,289.09
BGAS8419	BGas Elec - Alexandra	628.20	628.20	0.00	0.00	0.00	0.00
BGAS8436	BGas Elec - Woodlands	2,895.47	1,414.63	1,480.84	0.00	0.00	0.00
BGAS8456	BGas Elec - The Olympic	1,033.77	1,033.77	0.00	0.00	0.00	0.00
BNPPARIB	BNP Paribas Leasing Sols	1,310.38	1,310.38	0.00	0.00	0.00	0.00
BOC100	BOC Ltd	216.00	216.00	0.00	0.00	0.00	0.00
BOOKER	Booker Lintied	1,026.89	1,026.89	0.00	0.00	0.00	0.00
BRAKES10	Brakes Bros Ltd	490.62	490.62	0.00	0.00	0.00	0.00
BUCKDAVI	David J Buckett	608.40	608.40	0.00	0.00	0.00	0.00
CASTL325	Castle Water Limited	93.47	93.47	0.00	0.00	0.00	0.00
CASTL588	Castle Water Limited	2,036.43	2,036.43	0.00	0.00	0.00	0.00
CHERRIPE	Cherry Ripe	71.11	71.11	0.00	0.00	0.00	0.00
CLEAWIPE	Clean Wipes	297.13	297.13	0.00	0.00	0.00	0.00
CPC	Complete Pool Contracts	549.46	549.46	0.00	0.00	0.00	0.00
CTA	Civil Engineering Ltd	1,194.00	1,194.00	0.00	0.00	0.00	0.00
DARPRINT	Darenth Print and Design Ltd	48.00	48.00	0.00	0.00	0.00	0.00
EQUIRECY	Equinox Recycling	2,822.88	2,822.88	0.00	0.00	0.00	0.00
ERNEDOE	Ernest Doe & Sons Ltd	901.86	901.86	0.00	0.00	0.00	0.00
HTS	Heating Technical Supplies Limited	7,117.40	7,117.40	0.00	0.00	0.00	0.00
JOHNSTRE	John Street Beverage	266.85	266.85	0.00	0.00	0.00	0.00
KEIRALAN	Alan Keir	500.00	500.00	0.00	0.00	0.00	0.00
KFF100	Kent Frozen Foods Ltd	850.79	850.79	0.00	0.00	0.00	0.00
KINGSCOM	Kings Commercial Services	660.00	660.00	0.00	0.00	0.00	0.00
LOCKTOOL	Locks 'N' Tools Ltd	174.54	174.54	0.00	0.00	0.00	0.00
MATTCLAR	Matthew Clark Wholesale Ltd	2,682.56	2,682.56	0.00	0.00	0.00	0.00
NELLA100	Nella Cutlery South	142.56	142.56	0.00	0.00	0.00	0.00
NISBET10	Nisbets	410.32	0.00	0.00	410.32	0.00	0.00
NIVEKCAT	Nivek Catering Supplies Ltd	341.34	341.34	0.00	0.00	0.00	0.00
OAKLEAF1	Oakleaf Electrical Contractors Ltd	1,242.70	1,242.70	0.00	0.00	0.00	0.00
POWERSND	Power Sounds Discos	225.00	225.00	0.00	0.00	0.00	0.00
SPORTLEI	Sport & Leisure Quality Assurance	1,350.00	1,350.00	0.00	0.00	0.00	0.00
SSELEC	SSE Southern Electric	13.35	0.00	13.35	0.00	0.00	0.00
STALBRID	Stalbridge Linen Services	601.92	288.48	313.44	0.00	0.00	0.00
THAMWOOD	Thames Water - (Woodlands 00166)	-144.01	0.00	0.00	0.00	0.00	-144.01
TLCELEC	T.L.C Direct	25.54	25.54	0.00	0.00	0.00	0.00
TRADEUK	Trade UK Account	79.77	79.77	0.00	0.00	0.00	0.00
WASTECA	WasteCare Ltd	272.77	272.77	0.00	0.00	0.00	0.00
		<b>55,126.39</b>	<b>31,763.36</b>	<b>1,807.63</b>	<b>410.32</b>	<b>0.00</b>	<b>21,145.08</b>

<sup>[1]</sup> Refer to previous report for explanation; agreement to repay this in regular intervals of £3,000.00

## Swanley Town Council



### Aged Debtors: 31 August 2017

<u>A/C</u>	<u>Name</u>	<u>Balance</u>	<u>Current</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Older</u>
50CLUB	50+ Club	240.00	240.00	0.00	0.00	0.00	0.00
BEXLEYBC	London Borough of Bexley	1,610.00	527.00	0.00	0.00	252.00	831.00
BRITGAS	British Gas Services	11,194.76	5,780.40	377.25	-573.65	519.75	5,091.01
CANUEXP	Can You Experience Company Ltd	29,234.70	0.00	0.00	0.00	0.00	29,234.70
COACOLA	Coca Cola	156.00	0.00	0.00	0.00	0.00	156.00
EDFENER	EDF Energy	141.00	0.00	0.00	0.00	0.00	141.00
FUNPART	Funeral Partners Ltd	496.60	-187.20	447.20	0.00	0.00	236.60
GRACEPL	Grace Place Community Church	2,415.00	1,050.00	1,365.00	0.00	0.00	0.00
IBLCAT	IBL Catering Ltd	21,340.00	21,340.00	0.00	0.00	0.00	0.00
IIRSA	International Institute of Risk and Safet	117.60	0.00	0.00	117.60	0.00	0.00
KCC100	Kent County Council	1,508.77	2,270.40	0.00	0.00	-207.00	-554.63
KCCHIGH	Kent County Council (Highways)	1,891.62	0.00	0.00	0.00	0.00	1,891.62
MEDWAYC	Medway Council	540.00	540.00	0.00	0.00	0.00	0.00
NHSDGS	NHS DGS CCG	386.16	0.00	0.00	0.00	386.16	0.00
PGA100	Professional Golfers Ass	156.00	0.00	0.00	0.00	0.00	156.00
SPECASVE	Specsavers	820.00	500.00	320.00	0.00	0.00	0.00
SWNETBAL	Swanley Netball Club	338.97	0.00	0.00	0.00	196.42	142.55
SWNFC	Swanley FC	573.70	596.80	0.00	0.00	0.00	-23.10
SWNRANG	Swanley Rangers FC	646.80	646.80	0.00	0.00	0.00	0.00
SWOAKSFC	Swanley Oaks Football Club	871.80	871.80	0.00	0.00	0.00	0.00
U3A100	U3A	140.00	140.00	0.00	0.00	0.00	0.00
VIBEDN10	Vibe Dance Nights	315.00	315.00	0.00	0.00	0.00	0.00
WHITENET	Whiteoak Netball Club	105.00	0.00	0.00	105.00	0.00	0.00
ZIBRANT	Zibrant	4,580.95	1,215.40	3,365.55	0.00	0.00	0.00
		<b>79,820.43</b>	<b>35,846.40</b>	<b>5,875.00</b>	<b>-351.05</b>	<b>1,147.33</b>	<b>37,302.75</b>

### Events <sup>[2]</sup>

JANUARY	January events	-892.00
FEBRUARY	February events	-883.60
MARCH	March events	0.00
APRIL	April events	0.00
MAY	May events	-600.00
JUNE	June events	-641.20
JULY	July events	-971.60
AUGUST	August events	-3,635.00
SEPTEMBE	September events	-20,122.00
OCTOBER	October Events	-6,011.00

Monthly Finances (g)

NOVEMBER	November events	-3,443.50
DECEMBER	December events	-6,200.00
		<b><u>-43,399.90</u></b>

<sup>[2]</sup> Balances will include prepayments for future functions at Alexandra and Olympic

**Report to Policy and Finance 20<sup>th</sup> September 2017**

**Introduction**

The current provision for Christmas lights offers minimal coverage of the town centre and the inward roads leading to Swanley shops. As part of the town council's commitment to improving the shopping experience of local residents and increasing footfall to the town the town council has already launched a number of 'Continental Style Markets' which have generated some £2,500 of income in the first four months of 2017.

A much larger Christmas event is planned for 2017 with local stalls and a decorated market, along with a range of entertainment. The National Lottery has provided £4,000 of funding toward this event already and Officers expect to attract additional grants and sponsorship to making this a more profitable and community focused event in the town calendar.

If the town council are to establish Swanley Christmas Event as an annual event in the District Calendar it will be necessary to invest in a light display worthy of the town and something that will attract visitors to Swanley. We have purchased a number of Christmas Style sheds and have access to snow machines, sleigh and Santa's Grotto, ready to create a Christmas Light Event.

The lighting design attached to this report would be a significant start to the scaling up of lights and, with existing budgets, additional income and sponsorship being fairly easily achievable, a necessary step forward. There are National reports available from a variety of towns on how Christmas Light events help to increase footfall to town centres and reports from Lowestoft, Great Yarmouth and York are just a few examples of how successful this can be.

The quote already obtained shows the costs of year one outright purchase against a three year scheme with the annual cost dropping significantly after the initial year one cost of purchase.

**Costings**

The town council has been provided with 2 payment options,

- Option One - Outright purchase of items followed by annual installation costs which would significantly reduce annual payments in year two and three (Quote E5264/17).
- Option Two – Hire purchase over 3 years with a lump sum including the installation costs (Quote 3 year purchase)

A summary of the costs is shown at the end of this document.

**Client:** Swanley Town Council  
**Contact:** Steve Nash

When Replying, please quote:  
**E5264/17**

## QUOTATION

Swanley Town Council 2017					
Supply goods	Unit Cost Each	Quantity	Year 1 Costs	Year 2 Costs	Year 3 Costs
Column Decoration Trees and Gifts Ref:123586	£ 540.00	22	£ 11,880.00	£ -	£ -
Wall Dec Santas Sledge Ref:124211	£ 1,075.00	2	£ 2,150.00	£ -	£ -
Wall Dec Winter Scene Ref:122363	£ 1,130.00	2	£ 2,260.00	£ -	£ -
Wall Dec Trees on Hill Ref:123332	£ 1,230.00	2	£ 2,460.00	£ -	£ -
LED Icicles 0.5m Drop White Static Ref:104 001	£ 14.00	270	£ 3,780.00	£ -	£ -
Mistletoe Stars 850mm - Ice White	£ 235.00	4	£ 940.00	£ -	£ -
Mistletoe Stars 530mm - Ice White	£ 125.00	18	£ 2,250.00	£ -	£ -
LED Garland White Static with transformers (Total 2275 LED) 5 x Ref:101-531 + 3 x Ref:130-155	£ 1,005.12	1	£ 1,005.12	£ -	£ -
LED Tree topper Star 500mm-White	£ 147.00	1	£ 147.00	£ -	£ -
<b>Supply Total →</b>			<b>£ 26,872.12</b>	<b>£ -</b>	<b>£ -</b>
Infrastructure Detail	Unit Cost Each	Quantity	Year 1 Costs	Year 2 Costs	Year 3 Costs
Health Check to Existing Power Supplies	£ 300.00	1	£ 300.00	£ 300.00	£ 300.00
Install New Column Power Supplies	£ 290.00	10	£ 2,900.00	£ -	£ -
Fixings for Wall Decorations	£ 300.00	6	£ 1,800.00	£ -	£ -
Power for Wall Decorations	£ 490.00	1	£ 490.00	£ -	£ -
<b>Infrastructure total →</b>			<b>£ 5,490.00</b>	<b>£ 300.00</b>	<b>£ 300.00</b>
Installation, Maintenance & Removal	Unit Cost Each	Quantity	Year 1 Costs	Year 2 Costs	Year 3 Costs
Install Column Decorations- Single	£ 125.00	20	£ 2,500.00	£ 2,500.00	£ 2,500.00
Install Column Decorations- Double	£ 185.00	1	£ 185.00	£ 185.00	£ 185.00
Install Wall Decorations	£ 295.00	6	£ 1,770.00	£ 1,770.00	£ 1,770.00
Install Icicles to Shopping Precinct	£ 6.00	270	£ 1,620.00	£ 1,620.00	£ 1,620.00
Install Mistletoe Stars to Natural trees in shopping Precinct	£ 65.00	22	£ 1,430.00	£ -	£ -
Service Mistletoe Stars Year 2 Onwards	£ 200.00	3	£ -	£ 600.00	£ 600.00
Dress Main Christmas Tree	£ 350.00	1	£ 350.00	£ 350.00	£ 350.00
Provide Engineers for Switch on Event	£ 250.00	2	£ 500.00	£ 500.00	£ 500.00
<b>Installation total →</b>			<b>£ 8,355.00</b>	<b>£ 7,525.00</b>	<b>£ 7,525.00</b>
<b>Grand Totals →</b>			<b>£ 40,717.12</b>	<b>£ 7,825.00</b>	<b>£ 7,825.00</b>

**All Prices Plus VAT**

## Funding

There is currently £15,000 available through (Markets Income £2,500, Existing Budget Allocation £8,500 and Lottery £4,000) with additional scope against future income from Rental of the Civic Offices (£6,800 rental deposit in November and £3,400 in rental providing a total available budget of £25,200.

Additional funding will be available via Sponsorship of some lights, income from the Christmas Fair and other potential grants, which will further reduce risk to the town council.

**Recommendation: That Swanley Town Council purchase the lights on a 3 year hire purchase scheme.**

### Swanley Town Council

### Christmas Lights

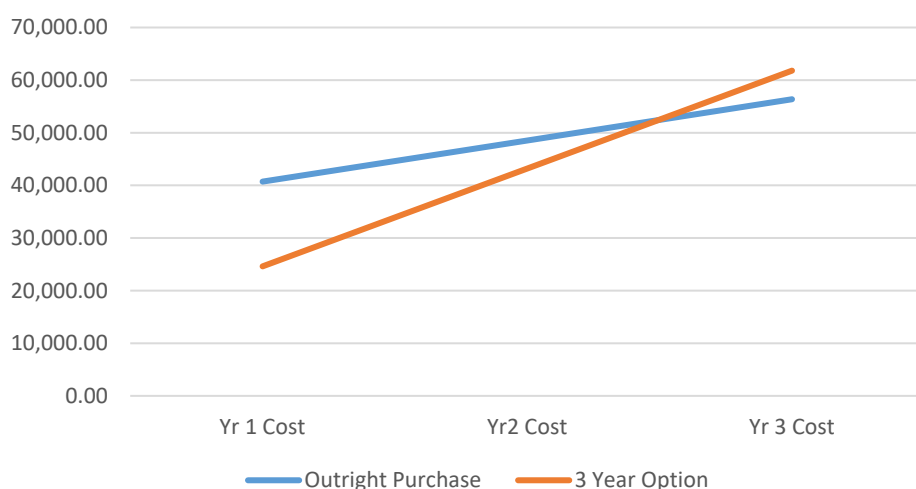
#### Actual Cost

<u>Option</u>	<u>Yr 1 Cost</u>	<u>Yr2 Cost</u>	<u>Yr 3 Cost</u>	<u>Total Cost</u>
Outright Purchase	40,717.12	7,825.00	7,825.00	56,367.12
3 Year Option	24,613.80	18,593.80	18,593.80	61,801.40

#### Yearly Cost

<u>Option</u>	<u>Yr 1 Cost</u>	<u>Yr2 Cost</u>	<u>Yr 3 Cost</u>	<u>Total Cost</u>
Outright Purchase	40,717.12	48,542.12	56,367.12	56,367.12
3 Year Option	24,613.80	43,207.60	61,801.40	61,801.40

#### Christmas Lights: Overall Cost YoY





# Report A

## Swanley Town Council 2017

Swanley Town Council 2017														
				Invoice Numbers →										
Supply goods						1st Invoice	2nd Invoice	3rd Invoice	3rd Invoice		Actual	Year 2	Year 3	
		Unit £	Quantity	Costs Yr 1	Pre Seasonal Orders	Pre Seasonal works	Supply goods	75% of install	25% of install	Total	costs	costs		
Column Decoration Tree and Gifts Ref 123586	Each	£216.00	22	£4,752.00			£4,752.00			£4,752.00		£4,752.00	£4,752.00	
Wall Dec Santa Sledge Ref 124211	Each	£430.00	2	£860.00			£860.00			£860.00		£860.00	£860.00	
Wall Dec Winter Scene Ref 122363	Each	£452.00	2	£904.00			£904.00			£904.00		£904.00	£904.00	
Wall Dec Trees On Hill Ref 123332	Each	£492.00	2	£984.00			£984.00			£984.00		£984.00	£984.00	
LED Icicles 0.5mt Drop White Static Ref 104-001	Each	£5.60	270	£1,512.00			£1,512.00			£1,512.00		£1,512.00	£1,512.00	
Mistletoe Stars 850mm - Ice White	Each	£99.00	4	£396.00			£396.00			£396.00		£396.00	£396.00	
Mistletoe Stars 530mm - Ice White	Each	£50.00	18	£900.00			£900.00			£900.00		£900.00	£900.00	
LED Garland White Static with transformers (Total 2275 LED) 5xRef 101-531 + 3xRef 130-155	Each	£402.00	1	£402.00			£402.00			£402.00		£402.00	£402.00	
LED Tree Topper Star 500mm White	Each	£58.80	1	£58.80			£58.80			£58.80		£58.80	£58.80	
	Each			£0.00			£0.00			£0.00		£0.00	£0.00	
<b>Supply Total →</b>				£10,768.80			£10,768.80			£10,768.80		£10,768.80	£10,768.80	
Infrastructure Detail				Unit £	Quantity	Costs Yr 1	1st Inv Pre Seasonal Orders	2nd Inv Pre Seasonal works	3rd Inv Pre Seasonal works		Actual Total	Yr 2 Costs	Yr 3 Costs	
Health Check to Existing Power Supplies	Each	£300.00	1	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00		£300.00	£300.00	£300.00	
New Column Power Supplies	Each	£290.00	10	£2,900.00	£2,900.00	£2,900.00	£2,900.00	£2,900.00	£2,900.00		£2,900.00	£0.00	£0.00	
Fixings for Wall Decorations	Each	£300.00	6	£1,800.00	£1,800.00	£1,800.00	£1,800.00	£1,800.00	£1,800.00		£1,800.00	£0.00	£0.00	
Power For Wall Decorations	Each	£490.00	1	£490.00	£490.00	£490.00	£490.00	£490.00	£490.00		£490.00	£0.00	£0.00	
<b>Infrastructure total →</b>				£5,490.00	£5,490.00	£5,490.00	£5,490.00	£5,490.00	£5,490.00		£5,490.00	£300.00	£300.00	
Installation, Maintenance & Removal				Unit £	Quantity	Costs Yr 1				75% of Install	25% of Install	Actual Total	Yr 2 Costs	Yr 3 Costs
Install Column Decoration - Single	Each	£125.00	20	£2,500.00						£1,875.00	£625.00	£2,500.00	£2,500.00	£2,500.00
Install Column Decoration - Double	Each	£185.00	1	£185.00						£138.75	£46.25	£185.00	£185.00	£185.00
Install Wall Decorations	Each	£295.00	6	£1,770.00						£1,327.50	£442.50	£1,770.00	£1,770.00	£1,770.00
Install Icicles to Shopping Precinct	Each	£6.00	270	£1,620.00						£1,215.00	£405.00	£1,620.00	£1,620.00	£1,620.00
Install Mistletoe Stars to Natural Trees in Shopping Precinct	Each	£65.00	22	£1,430.00						£1,072.50	£357.50	£1,430.00		
Service Mistletoe Stars Year 2 Onwards	Each	£200.00	3	£600.00						£450.00	£150.00		£600.00	£600.00
Dress Main Christmas Tree	Each	£350.00	1	£350.00						£262.50	£87.50	£350.00	£350.00	£350.00
Provide Engineers For Switch On Event	Each	£250.00	2	£500.00						£0.00	£0.00	£500.00	£500.00	£500.00
	Each			£0.00						£0.00	£0.00	£0.00	£0.00	£0.00
<b>Installation total →</b>				£8,955.00						£6,341.25	£2,113.75	£8,355.00	£7,525.00	£7,525.00
<b>Grand Totals →</b>				£25,213.80						£6,341.25	£2,113.75	£24,613.80	£18,593.80	£18,593.80
<b>All Prices Plus VAT</b>														